

CHECKLIST FOR MEETINGS

**DO****Ensure strict performance in areas of:**

IMPORTANT: Please turn off a...

Oversight / Supervision

- Have a Cefic/Sector Group Secretariat representative at each meeting;
- Consult with appropriate counsel on all questions related to competition law;
- Limit meeting discussions to agenda topics;
- Provide each attendee with a copy of this checklist and have a copy available for reference at all meetings.

Recordkeeping

- Have an agenda and minutes which accurately reflect the matters which occur;
- Ensure the review of agendas, minutes and other important documents by appropriate staff or counsel, in advance of distribution;
- Fully describe the purposes, structures and authorities of the groups.

Vigilance

- Protest any discussion or meeting activities which appear to violate this checklist; ask for those activities to be stopped so that appropriate legal check can be made by counsel; dissociate yourself from any such discussion or activities and for the attendees, leave any meeting in which they continue (and have it minuted).

This checklist is for the conduct of Cefic-sponsored meetings. Prohibited discussion topics apply equally to social gatherings incidental to those meetings. The checklist is not exhaustive.

In case of doubt, contact Quentin Silvestre, Senior Legal Advisor at qsi@cefic.be

**DON'T****Do not, in fact or appearance, discuss or exchange information not in conformity with competition law, including for example on:****Prices, including**

- Individual company/industry prices changes, price differentials, discounts, allowances, credit terms, etc;
- Individual company data on costs, production, capacity (other than nameplates capacities), inventories, sales, etc.

Production, including

- Plans of individual companies concerning the design, production, distribution or marketing of particular products, including proposed territories or customers
- Changes in industry production capacity (other than nameplates capacities) or inventories, etc.

Transportation rates

- Rates or rate policies for individual shipments, including basing point systems, zone prices, freight, etc.

Market procedures, including

- Company bids on contracts for particular products; company procedures for responding to bid invitations;
- Matters relating to actual or potential individual suppliers or customers that might have the effect of excluding them from any market or influencing the business conduct of firms towards them, etc;
- Blacklist or boycott customers or suppliers.



IMPORTANT:

Please turn off any video, audio, or transcription tools and disable any AI assistants from accessing this meeting.

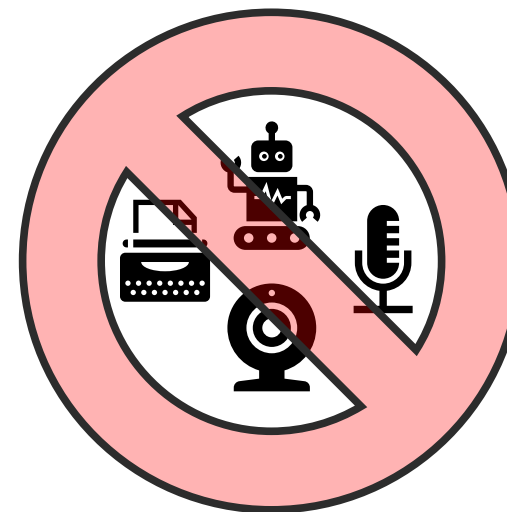
Cefic does not authorise meeting participants to use any audio, video, transcription, or AI tools to record in-person or virtual meetings under its umbrella.

Participants using AI tools/assistants must deactivate the tool and prevent it from calling in, transcribing, recording, or summarising any virtual or in-person meetings organised by Cefic or its sector groups.

A report of the meeting notes will be provided by Cefic after the meeting, in line with our practices and internal rules.

If the meeting is recorded by Cefic or its sector groups, participants will be informed at the start of the meeting. Except for events, the recording is performed for minute-taking purposes only and will be destroyed after a period of 40 days.

See our [privacy policy](#) for further details.



Please check your settings now.

